



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 06-445
Position Title: Management and Program Analyst
Series and Grade: PG-0343-13
Salary Range: \$77,353-\$100,554
Promotion Potential: PG-13
Opening Date: 06/15/2006
Closing Date: 06/29/2006
Location of Position: Office of Information Technology and Systems
Chief Information Officer Immediate Office (CIOIO)
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Full Time
Who May Apply: Permanent GPO Employees Only

MAJOR DUTIES:

At the full-performance level, the incumbent of this position reports directly to the Chief Information Officer (CIO) and the Deputy Chief Information Officer (DCIO). The Management and Program Analyst serves as a staff analyst, evaluator, and advisor to the CIO on the programs and operations of the Information Technology and Systems Organization (IT&S). The incumbent determines the effectiveness of methods, procedures, and systems IT&S uses to comply with legal and regulatory requirements and provides maximum customer support to the CIO. The incumbent is responsible for planning, coordinating, implementing, and overseeing all activities associated with the efficient day-to-day operation and procedural improvement of the Immediate Office of the CIO. The incumbent is also responsible for providing analytical and administrative support to the CIO; the review and development of plans and procedures; and Quality Assurance (QA) actions. Analyzes and assesses the adequacy of the IT&S management controls, identifies problems, and recommends corrective actions to ensure program and administrative functions operate efficiently, effectively, and within applicable requirements. Coordinates all activities associated with QA audits, assessments, corrective actions, deficiencies, and reports to assure the CIO is kept informed of the status of such actions. Develops and recommends to senior management a system of on-going internal self-assessments to advise management of how well the organization is meeting the predetermined performance objectives, measures, and expectations and a continuous improvement process. Coordinates with contractors and IT&S business management and program organizations to conduct reviews of business management functions, focusing on validation of the contractor's self-assessment of performance results against agreed-to-performance objectives, measures and expectations and appropriate internal controls and compliance. Coordinates the development, revision, and cancellation of plans and procedures for which the CIO is responsible. Represents the CIO in conferences and meetings with other agencies, private industry, and other groups in efforts to obtain all viewpoints regarding proposed program or program changes and to assure concerted action by all parties involved.

Continued on Reverse Side

QUALIFICATIONS NEEDED:

Applicants must possess 52 weeks of specialized experience equivalent to the PG-12 grade level. Specialized experience is experience at the Grade 12 level that demonstrated knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations.

HOW YOU WILL BE EVALUATED:

If you meet the basic qualification requirements described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

Knowledge, Skills, and Abilities and Other Characteristics required for this position:

1. Ability to use management principles, organizational theory, and skill in using related techniques (e.g., authoring and automated management reporting tools) of analysis and evaluation.
2. Skill in gathering information and the ability to use principles, theories, concepts, techniques, and management methodologies in order to advise many levels of management regarding proposed, new, or revised processes and programs.
3. Skill in using a wide range of qualitative and quantitative analytical evaluative methods for the assessment and improvement of program effectiveness.
4. Ability to communicate complex management concepts both orally and in writing.
5. Skill in manual and automated project management tools and practices for IT processes or programs.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

Step 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Human Capital Department
Fran Cowles
Phone: (202) 512-2010 Ext.31878; (202) 512-1035
TDD: (202) 512-1519
fcowles@gpo.gov

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.